

CHAPTER 2

COUNSELING SERVICE MEMBERS

This chapter discusses counseling techniques, financial responsibility, medical boards, limited duty, humanitarian assignment, and hardship discharge procedures. We also discuss Navy assignment policy, types and locations of duty stations, overseas service, the enlisted duty preference form, and Enlisted Navy Career Options for Reenlistment Reporting (ENCORE). The information contained in this chapter will help you whenever the need arises to counsel or interview personnel concerning any of these areas.

COUNSELING

As a Personnelman first class (PN1) or Chief Personnelman (PNC), counseling personnel is one of your responsibilities. Counseling service members must be done as often as required. As a PN1 or PNC, you will provide guidance and advice to your workers and your customers to help them personally and professionally.

As a junior PN, you gained experience in counseling personnel the first time you checked in or checked out individuals. The counseling process began when you had a conversation with a customer and you provided information and advice.

It takes time to gain the skills necessary to be a successful counselor. The more you counsel personnel, the more you learn to spot areas where you need to improve. In learning how to counsel personnel, you must remember that all individuals are different. You also must remember to treat all persons with dignity and respect.

There are many types of counseling sessions. Some types are customer assistance, career intentions, performance evaluation, outstanding or substandard performance, and Fleet Reserve counseling sessions. As a PN, customer assistance counseling sessions are the most common.

You are in a customer service-oriented occupational field where the customer is your first priority. Provide customers with the answers they are searching for. If possible, have the particular reference source available whenever you counsel. This shows that your information is credible.

When dealing with your workers, establish and maintain counseling file folders on each individual. File in each individual's folder his or her counseling sheets. The counseling sheets provide you with information about a person's accomplishments and personal conduct. When the evaluation period approaches, for example, you will have sufficient information to document each person's Performance.

Your workers' counseling sheets should contain both positive and negative information and must be made available to the members on request. Counsel members not only when they commit serious mistakes or need guidance to get them back on track, but also when their performance is noteworthy and requires recognition. Have your subordinate sign the counseling sheet. If a member refuses to sign a counseling sheet that contains derogatory comments, sign the sheet yourself and get another senior person to certify that the counseling session actually took place.

COUNSELING METHODS AND TECHNIQUES

The following information will help you with counseling sessions and also help you become more aware of things you can do to help individuals. The use of these techniques will depend on the particular circumstances.

Office Space

Choose an office or area away from excessive traffic and noise. The office for a counseling session must be easily accessible. A quiet and private space provides a better opportunity for concentration as well as a relaxed atmosphere. This is necessary so the member will feel free to relate problems or desires.

Planning the Interview

Find out as much as you can in advance about the member before you begin the interview process. You should review the member's service record, if possible, and also ask officers and petty officers who know and work with the individual about the member's performance. Based on what you find out about the

1. Opening Phase
 - a. Establish rapport
 - (1) Introduce yourself
 - (2) Put member at ease
 - b. Seek informality
 - (1) Associate with member—get on the same level
 - (2) Encourage member to talk
 - c. Explain purpose of interview
 - d. Gain the individual's confidence
2. Fact-finding Phase—Gather facts from the member
 - a. Goals
 - b. Interests
 - c. Background
3. Evaluation Phase
 - a. Review facts collected and evaluate for action
 - b. Principles involved
 - (1) Gain insight in relation to accurate information
 - (2) Use an organized approach
 - (3) Evaluate each area independently
4. Decision Phase—Let the member decide exactly what path of action to pursue. Do not make a decision for him or her.
5. Closing Phase
 - a. Make sure the member understands his or her decision and is satisfied
 - b. Make sure the member is committed to a definite plan of action
 - c. Compliment the individual on his or her final decision
 - d. Always have member leave with feeling that he or she has been helped
 - e. Leave door open for further visits
 - f. Follow up

Figure 2-1.—Phases of a proper interview.

member, you may be able to decide in advance what reference material you are likely to need.

Scheduling the Interview

Provide the member with an appointment, thereby eliminating the hurry-up-and-wait feeling. An individual who has to wait for an hour is hardly in the mood for a relaxed interview. Make sure you allow yourself enough time to conduct the interview or counseling session.

Conducting the Interview

Greet the member by name in a friendly manner. Once you begin the interview, you should not be

interrupted for any reason. Explain the purpose of the interview to the member and then mention his or her positive traits and accomplishments.

During the first part of the interview, you should break the ice by talking and questioning the member. To find out the true direction of the member's thinking and the rationale behind it, you should keep the member talking once you have asked some preliminary questions.

Try to make a mental image by watching facial expressions for signs of interest or disinterest and evidence of amusement or anger. Your counseling technique is only successful if you can lead a member

to objectively evaluate his or her decisions concerning future actions.

INDIVIDUAL PROBLEMS.— The member may have pressures of one kind or another. He or she may have a friend or family member who is presenting personal difficulties. The member may have the feeling of being pushed around, or maybe has been misunderstood or been misled. You should find out about these problems during the conversation. No matter what the member says, never argue, criticize, look impatient, or do anything to breakdown the feeling of friendliness and sincere interest. Give the individual plenty of chance to “blow off steam.”

FACTUAL INFORMATION.— You should provide the member with factual information to help in the counseling session.

PHASES OF THE INTERVIEW

To help you conduct proper interviews, figure 2-1 shows you various phases that will help you. Follow these phases whenever possible.

Refer to the *Career Information Program Management*, NAVEDTRA 10238-A, for additional information concerning counseling or interviewing techniques.

FINANCIAL RESPONSIBILITY

Members of the naval service are expected to pay their just financial obligations in a proper and timely manner. A just financial obligation means one acknowledged by the military member in which there is no reasonable dispute as to the facts or the law, or one reduced to judgment that conforms to the Soldiers and Sailors' Civil Relief Act, 50 U. S. C., Appendix 501, et seq., if applicable. In a proper and timely manner means in a manner that does not reflect discredit on the naval service.

The Navy is without legal authority to require a member to pay a private debt or to deduct any part of his or her pay to reimburse a creditor even though the indebtedness has been reduced to judgment by a civil court, unless the member's pay has been garnished under 42 U.S.C. 659. The enforcement of the private obligations of a service member is a matter for the civil authorities.

A commanding officer (CO) is without authority to adjudicate claims or to arbitrate controversies on asserted default in fulfillment of private obligations of naval members, or to act as an agent or collector for the

creditor, claimant, or complaint involved. The Soldiers' and Sailors' Civil Relief Act, as amended, provides for certain privileges and benefits for members of the naval service. A member of the naval service is not by virtue of his or her military status relieved from continuing obligation to obey pertinent civil laws or to comply with the terms of applicable civil court orders, decrees, or judgments.

DEPARTMENT OF THE NAVY'S POLICY

The policy of the Department of the Navy is to promote habits of thrift and to encourage all members of the naval service to conduct their financial affairs in such a manner as to reflect credit on the naval service. From start to final settlement, the responsibility for an obligation rests solely with the creditor and the debtor. The extent to which COs may cooperate with creditors is limited to administrative referral of correspondence to the member.

The CO makes sure members concerned communicate their intentions in the matter to the creditor. However, under the Fair Debt Collection Practices Act (Public Law 95-109), contact by a debt collector with third parties, such as COs, for the purpose of aiding debt collection is prohibited without prior consent of the debtor or without a court order. The act defines the class of persons prohibited from communicating with third parties, and it specifically exempts certain persons. Generally, persons or firms collecting on their own behalf are exempt and such correspondence is referred to the member.

COMMANDING OFFICER'S RESPONSIBILITY

A CO must make sure members of the command have been instructed in the provisions of the *Naval Military Personnel Manual* (MILPERSMAN), Article 6210140. Disinterested third-party counseling should be made available by each command to help with members' problems. The following points should be emphasized to a member when credit practices are discussed:

- Thrift is not only a virtue but, for most people, a necessity.
- The way that one handles his or her private financial affairs provides a reliable indication of his or her general character and trustworthiness.
- Before acceptance of any credit plan, a member should evaluate his or her financial capabilities and set

up a budget that will prevent hopeless entrapment in overburdening and ever-increasing debts.

- Consultation with a legal assistance officer when the member contemplates large purchases on credit will help the member avoid commitments that may be difficult or impossible to carry out.

- Be cautious of the high-pressure salesperson. Think carefully and seek advice before signing an agreement or a contract. Never sign a blank contract and always multiply the number of payments by the amount to determine the total payment. Note particularly the penalty clauses.

- Failure to pay just debts or repeatedly incurring debts beyond a member's ability to pay is evidence of irresponsibility and may jeopardize the member's security clearance status, advancement status, duty assignment, qualification for reenlistment, or extension of enlistment, and in aggravated circumstances may become grounds for disciplinary action or administrative discharge.

- A saving may be realized by setting funds aside to provide for cash purchases through civilian or military stores.

- Take advantage of the saving, counseling, and lending services provided by credit unions organized by and for Department of the Navy civilian and military personnel.

- Bankruptcy is not an easy way out of indebtedness. The Navy neither encourages nor discourages the filing of a petition of bankruptcy. The circumstances prompting bankruptcy proceedings are considered officially since they may reflect adversely on the military character of the petitioner. A discharge in bankruptcy does not give a member immunity from prosecution for offenses of failure to pay just debts committed before a petition of bankruptcy.

The member must fully understand the Navy's position on financial indebtedness. Refer to the MILPERSMAN, Article 6210140, for more information on indebtedness of naval members.

MEDICAL BOARDS

Medical boards identify members whose physical qualification to continue on full duty is in doubt or whose physical limitations prevent their return to full duty within a reasonable period of time. They are convened to evaluate and report on the diagnosis; prognosis for return to full duty; plan for further

treatment, rehabilitation, or convalescence; estimate of the length of further disability; and medical recommendation for disposition of such members.

The findings of a medical board may affirm the physical qualification of a member for assignment to duty (fit for duty). A decision of unfit for duty is not within the responsibility of a medical board. This determination is made only by the Physical Evaluation Board (PEB) upon review.

The information contained in a medical board report plays an important role in determining the rights of an individual to certain benefits (such as pensions, compensation, promotion, retirement, and income tax exemptions). The report includes all available information with documentation concerning the origin, nature, aggravation by service, and other significant facts concerning each of the member's conditions.

CONVENING AUTHORITY

COs of all naval hospitals and naval medical clinics may convene a medical board on any member of the armed forces. Medical boards may also be ordered by the Chief of Naval Operations (CNO); Commandant of the Marine Corps (CMC); fleet commanders in chief (FLTICINCs); Chief of Naval Personnel (CHNAVPERS); Commander, Naval Reserve Force (COMNAVRESFOR); Chief, Bureau of Medicine and Surgery (BUMED); and Officer in Charge (OIC), Naval Office of Medical/Dental Affairs (MEDDEN AFFAIRS, Great Lakes, Illinois).

A convening authority (CA) may delegate, in writing, signatory responsibility for approving or disapproving recommendations and findings of board members. Delegation is not granted below the directorate level in a hospital command or below the level of the executive officer at a naval medical clinic.

CONVENING OF A MEDICAL BOARD

A medical board is convened when any physician trained and certified to be a member of a medical board determines the following:

- A service member has a condition that may permanently interfere with his or her ability to fulfill the purpose of service on active duty.

- A service member is temporarily unable to perform full duty, but return to full duty is anticipated and it is necessary to follow the patient for more than 30

days before final disposition is made; for example, temporary limited duty (TLD) boards.

- Continued military service would probably result in extended hospitalization or other close medical supervision, or be likely to aggravate the existing condition.

- The service member's condition includes the presence of mental incompetency or incapability to manage personal or financial affairs.

- The service member's condition requires permanent assignment limitations; for example, specific geographic assignment.

- The service member suffers significant illness or injury that may impact on future service even though the member may now appear to be physically qualified for full duty.

- The service member refuses reasonable medical, dental, or surgical treatment and the member's ability to perform full duty is suspect.

- The service member is an inactive reservist with an injury or illness incurred in or aggravated during a period of active service and the period of required treatment, rehabilitation, or convalescence is expected to exceed 12 weeks.

There are other occasions when medical boards may be considered. Refer to chapter 18 of the *Manual of the Medical Department*, NAVMED P-117, for more information on medical boards. Become acquainted with information contained in chapter 18 of the *Manual of the Medical Department* to help you when you counsel service members concerning medical boards.

LIMITED DUTY

Limited duty (LIMDU) is the assignment of a member of a duty status, following a medical board's action, for a specified period of time with certain medical restrictions on the duties that a member may perform. The following information as well as information contained in the *Manual of the Medical Department*, NAVMED P-117; the MILPERSMAN, Article 1830120; and the *Enlisted Transfer Manual* (ENLTRANSMAN), chapter 27; will help you when you counsel members concerning LIMDU.

One of your responsibilities as a PN1 or PNC is to inform and counsel personnel about the limited duty designators that they may be assigned in view of particular circumstances. A member does not

necessarily have to be medically or physically disqualified from certain types of duty to be assigned a particular limited duty designator. Limited duty designators are described as follows and in the MILPERSMAN, Article 1830120.

Foreign nationals who are enlisted or inducted and subsequently designated by special program codes authorized by CHNAVPERS are assigned the limited duty designator (L-1) Foreign National-restricted by reason other than physical disqualification to duty assignments prescribed by CHNAVPERS.

Directives provide for retention on active duty of enlisted members whose physical condition falls below the standard normally acceptable for retention. When such members are retained on active duty, they are assigned to duty after classification by CHNAVPERS into one of the following categories:

- (L-2) Disqualified for duty involving flying or for duty in submarines, but qualified for all other types of duty.

- (L-3) Disqualified for all combat vessels, duty involving flying, and submarine duty, but qualified for auxiliary vessels, foreign shore, and U.S. shore.

- (L-4) Disqualified for all combat vessels, duty involving flying, submarines, and auxiliary vessels, but qualified for foreign shore and U.S. shore.

- (L-5) Disqualified for all combat vessels, duty involving flying, submarines, auxiliary vessels, and foreign shore, but qualified for U.S. shore.

- (L-6) Disqualified for assignment from the area or activity to which last assigned, unless ordered by name by CHNAVPERS or administrative or type commander who issued the last assignment.

- (L-7) Disqualified for assignment to any duty that involves exposure to ionizing radiation. (This category is assigned only to those members whose dosimeter reading, by reason of acute excessive exposure to ionizing radiation, has reached or exceeded the exposure level established by BUMED.)

- (L-M) Disqualified for duty in certain types of units, activities, or geographic locations for miscellaneous reasons, but qualified for all other duties afloat or ashore. Disqualified for assignment to type of unit, activity, or geographic area indicated.

- (L-T) Temporarily disqualified for all combatant vessels, duty involving flying, submarines, and auxiliary vessels, but qualified for foreign shore and

U.S. shore. The limited duty designator (L-T) is for internal personnel accounting by CHNAVPERS only.

- (L-W) Disqualified for reassignment in a combat area due to wounds received in hostile action but qualified for all other duty. Disqualified for assignment to a combat zone.

Members restricted from serving in areas designated as hostile fire zones by reason of the death, capture, or missing in action, or 100-percent disability of a member of the same family resulting from serving in other areas designated as hostile fire zones on or after 1 January 1961 are assigned the limited duty designator (L-V) by CHNAVPERS.

Conscientious objectors enlisted or inducted and previously classified as 1-A-O by local induction boards and those subsequently designated by CHNAVPERS in individual cases are assigned the limited duty designator (L-8) Conscientious Objector-to be assigned to noncombatant service as defined in the MILPERSMAN, Article 1860120.

Sole surviving sons designated as such by CHNAVPERS are assigned the limited duty designator (L-9) Sole Surviving Son-restricted to duty assignments normally not involving actual combat with the enemy.

When a member has been assigned one of the previous limited duty classification designators, an entry is made on NAVPERS 1070/613, Administrative Remarks, page 13 of the service record, indicating such assignment and the authority. Also, this designator is included as part of each enlisted member's identification when transfer orders and correspondence on the member are prepared. These designators cannot be changed or removed unless authorized by CHNAVPERS.

Unless assigned to one of the previous categories, a member is considered potentially qualified for all types of duty. Personnel assigned to one of the previous categories are not permitted to extend their enlistments, reenlist, or to further obligate themselves for additional active duty, unless authorized by CHNAVPERS. A request for extension, reenlistment, or additional active duty must be sent far enough in advance to permit a decision before expiration of service and should be accompanied by a current report of physical condition, if appropriate. Refer to the MILPERSMAN, Article 1830120, whenever you need clarification on limited duty designators.

LIMITED DUTY ASSIGNMENT POLICY

The Enlisted Personnel Management Center (EPMAC) is the central coordinator for the placement of assignment of limited duty personnel. The major function of this central coordination point is to equitably spread LIMDU personnel throughout a geographic area. A member assigned to LIMDU is placed in a valid requisition provided by EPMAC. The projected rotation date (PRD) is established to coincide with the month of expiration of LIMDU. Assignments are made based in part on the following guidelines:

- Upon receipt of each availability, the detailing control authority (DCA) contacts EPMAC for placement and assignment of LIMDU personnel.

- Before recommending assignment to the DCA, EPMAC considers the number of overall (on board versus billets authorized [BA]) LIMDU assigned at an activity; the number assigned in a specific rating in an activity; medical limitation Factors contained in the availability report; the readiness and the mission capability impact on each activity assigned LIMDU personnel; and the equitable distribution of LIMDU assets in a geographic area.

- Members retained in a permanent LIMDU status to complete 20 years' service day for day are placed in a for duty status in accounting category code 100 and the PRD is set up to coincide with the reevaluation date. A LIMDU designator is assigned unless the member has less than 6 months remaining.

- Assignments are made in close proximity to a naval medical treatment facility where the member is to receive follow-up care and reevaluation.

- To satisfy permanent change of station (PCS) cost constraints as well as personnel requirements, other factors are also considered in making assignments, including the location of dependents, the member's past type of duty, and the physical restrictions imposed by the medical board.

- Personnel available for LIMDU on board an activity for duty (ACC 100) may be changed to for duty LIMDU (ACC 105) by the DCA if the provisions in the ENLTRANSMAN, chapter 27, apply. The PRD is adjusted to coincide with the month of expiration of LIMDU.

- Members retained in a permanent LIMDU status to complete 20 years' service day for day or remain on active duty until a specific date are placed in a for duty LIMDU status in ACC 105. Their PRD is aligned with

the reevaluation date (3 months before Estimated Date Loss Navy [EDLN]). CHNAVPERS establishes EDLN upon approval of L-5 status. A LIMDU designator is assigned unless the member has less than 6 months remaining.

LIMITED DUTY REEVALUATIONS

Sound personnel management requires timely medical reevaluation of members assigned to LIMDU as well as prompt notification to responsible personnel authorities in case of delays. Each component of the LIMDU reevaluation system (the member, the member's parent command, the servicing personnel support detachment [PERSUPPDET] or personnel office, and the responsible naval medical treatment facility) must assist in making sure the medical reevaluation is promptly completed, and the required reports are promptly processed. See chapter 27 of the ENLTRANSMAN for further information.

Members' Responsibility

Members assigned to LIMDU are personally responsible for following medical advice on their rehabilitation during the LIMDU period; making sure follow-up care is received; participating in physical therapy when prescribed; making sure timely reevaluation takes place no later than 60 days before expiration of the LIMDU period; and advising their parent command, the PERSUPPDET, or the personnel office LIMDU coordinator of changes in their LIMDU status.

Member's Parent Command Responsibility

The member's parent command must make sure LIMDU personnel remain in close proximity to the naval medical treatment facility to receive follow-up care and reevaluation. The command also must make sure the member reports for a reevaluation appointment and to the servicing PERSUPPDET or personnel office immediately following the reevaluation appointment for LIMDU update and submission of the availability report, if indicated. The command also investigates instances where the member fails to report for scheduled reevaluations, initiates disciplinary action when needed, and advises the servicing PERSUPPDET or personnel office and responsible naval medical treatment facility of the circumstances.

Personnel Support Activity Detachment or Personnel Office Responsibility

The PERSUPPDET or personnel office designates a LIMDU coordinator or establishes a LIMDU section. If assigned as the coordinator, you must request reevaluation appointments from the responsible naval medical treatment facility via NAVGRAM or message no later than 90 days before expiration of the LIMDU period. You also must notify each individual of the LIMDU reevaluation appointment by letter via his or her CO. Make sure personnel report immediately following the reevaluation appointment for LIMDU update and submit the availability report if indicated. Source Data System (SDS) users enter the appropriate Transient Tracking Code (TTC) via the M93 event on all personnel gained or changed to a LIMDU status (ACC 105) or permanent LIMDU (L-4/L-5) (ACC 100).

Responsible Naval Medical Treatment Facility's Responsibility

The responsible naval medical treatment facility establishes a single point of contact to coordinate and schedule LIMDU reevaluations. The treatment facility schedules reevaluations no later than 60 days before expiration of the member's LIMDU period; provides the servicing PERSUPPDET or personnel office with requested reevaluation appointments by NAVGRAM or message within 10 working days from receipt of the request for reevaluation; provides complete justification should a reevaluation appointment not be scheduled at least 60 days before the expiration of the LIMDU period; and completes the reevaluation no later than 60 days before the expiration of the LIMDU to make sure one of the following actions is completed before the end of member's PRD month:

- Submission of an availability report if found fit for full duty
- Extension of initial 6-month LIMDU period by an entry in the member's health record, if appropriate
- Completion of medical board processing and sending for departmental review/physical evaluation board action

You should establish local procedures to make sure the health record is immediately delivered to the patient administration department who will advise CHNAVPERS, the member's parent command, and the servicing PERSUPPDET or personnel office of the extension of the member's initial 6-month LIMDU period and PRD adjustment.

The ENLTRANSMAN, chapter 27, contains additional information on the tracking of LIMDU individuals, including nuclear-trained personnel and submarine personnel on LIMDU as well as miscellaneous information about LIMDU.

HUMANITARIAN REASSIGNMENT

Detailing authorities are aware of the hardships that Navy families encounter and of the additional aggravation imposed by long absences of the service member from his or her family. Emergency leave frequently provides sufficient time to ease such hardships; however, when an individual requires more time than leave can provide and has a chance of resolving the hardship within a reasonable period, reassignment for humanitarian reasons may be requested.

If time is an important factor in a member's hardship, the need for prompt handling is evident. COs can render assistance by setting up an internal screening process to decide whether a request for humanitarian assignment is warranted. This screening process, tailored to the individual command's size, should evaluate the case, provide command assistance when needed, and recommend required action. When a request for humanitarian assignment is warranted, the preparation of the request must be screened for clarity, accuracy, and comprehensiveness to prevent delays in administrative processing. Members such as chaplains, doctors, senior officers, and petty officers should carry out the screening.

The Humanitarian Assignment/Hardship Discharge Section (PERS 40HH) controls humanitarian assignment requests within CHNAVPERS. A board consisting of senior petty officers and officers considers all cases on an individual basis. The final decision is based solely on the information and documentation submitted. A request for reassignment will not be disapproved because a member is needed in assigned duties.

BASIC CRITERIA FOR DETERMINING HUMANITARIAN/HARDSHIP SITUATIONS

The member's request must show that the hardship meets the following criteria for eligibility for humanitarian reassignment:

- A severe hardship exists, not normally encountered and resolved by other members of the naval service.

- The hardship occurred or has been excessively aggravated since the service member has been serving on active duty.

- The problem affects the service member's immediate family. The immediate family is defined as spouse, son, daughter, stepchild (if the stepchild is, in fact, dependent on the member), parent, brother, sister, stepparent, or other person acting *in loco parentis* for a period of 5 years before the member became 21 years of age, or any bona fide dependent of the service member. In-laws are not considered members of the immediate family solely by virtue of their relationship as in-laws.

- There are no other family members or relatives capable of providing necessary assistance.

- The member has made every reasonable effort to ease the hardship and it cannot be reasonably eased by leave (including emergency leave if the member is overseas), correspondence, power of attorney, or by the intervention of professional people.

- The member's presence is required for specific reasons other than for morale or financial purposes alone.

- The hardship is resolvable within a reasonable period.

SPECIAL CONSIDERATION

The following circumstances, involving members of the applicant's family, normally warrant special consideration when it is proven that the member's presence in a specific area is essential to ease problems and it can be anticipated that the problem is solvable within a reasonable period. The following listing is not an inclusive listing:

- The death of applicant's spouse or child.
- Divorce, when the member has a final divorce decree and has court-awarded physical custody of the children and the time is needed to make arrangements for their permanent care. The service member must be able to comply with the *U.S. Navy Single Sponsor/Military Couple with Dependent(s) Dependent Care Policy*, OPNAVINST 1740.4.

- Severe illness (physical or mental), as a result of which the affected person has been hospitalized or is scheduled to be hospitalized.

HUMANITARIAN/HARDSHIP REASSIGNMENTS NOT CONSIDERED

Humanitarian requests based on the following reasons only are not considered within the scope of the ENLTRANSMAN, chapter 18, and will not be approved:

- For financial or business reasons (including the operation of a family business).
- For indebtedness.
- For the sole reason of being a single parent. Raising children is considered a long-term problem and will normally be considered for a hardship discharge.
- For personal convenience.
- For the purpose of attending to or assisting in-laws, grandparents (other than *in loco parentis*), or other persons not identified as immediate family.
- For the purpose of children in school (exception is made for children requiring specialized education).
- For part-time employment of the member or employment of the spouse.
- Because of the member's physical or mental condition.

SUBMISSION OF REQUESTS

Requests for humanitarian reassignment from all enlisted personnel are addressed to CHNAVPERs (PERS 40HH) with a copy (less enclosures) to EPMAC. Requests from enlisted training and administration of reserve (TAR) personnel must be sent to PERS 44HH with a copy (less enclosures) to the Naval Reserve Personnel Center (NAVRESPERCEN).

REPORTING WHEN HARDSHIP IS EASED OR CEASES TO EXIST BEFORE EXPIRATION OF TEMPORARY DUTY

When the hardship ceases to exist or has been eased before completion of the period of temporary duty assigned, the activity where the member is assigned for temporary duty humanitarian assignment (TD HUMS) must submit an availability report according to the ENLTRANSMAN, chapter 20, to the assignment

control authority (ACA) that originally assigned the member to TD HUMS.

REASSIGNMENT OF MEMBER AT EXPIRATION OF TEMPORARY DUTY HUMANITARIAN ASSIGNMENT

Members on TD HUMS are considered for reassignment approximately 1 month before the scheduled completion of their temporary assignment. The activity that has a member on board interviews the member 6 weeks before the member's PRD to decide if the hardship has been resolved before submitting the availability report according to the ENLTRANSMAN, chapter 20, to the ACA who assigned the TD HUMS.

As a PN, you will be initially involved in counseling the member on his or her request. The member usually comes to the personnel office to inquire as to the requirements for requesting a humanitarian reassignment. You must provide the member with all the pertinent information he or she will need including administrative assistance.

The ENLTRANSMAN, chapter 18, has additional information on procedures for urgent hardship cases, extension of TD HUMS, special instructions for administration of members on TD HUMS, order-writing requirements, supporting statements required for a basic letter request, contents of basic request, information on CO's endorsement, and more. In all cases refer to the ENLTRANSMAN, chapter 18, for the most current information concerning reassignments for humanitarian reasons.

HARDSHIP DISCHARGE PROCEDURES

Some Navy personnel and their families will encounter hardships while serving on active duty. Members on active duty with hardships meeting criteria in the MILPERSMAN, Article 3620210, may request separation from the naval service from the special court-martial convening authority (SPCMCA) within their chain of command. These members must be in either a PERMDU or TEMDU status, but not on TAD.

The eligible member who does not have an additional service obligation may be discharged. The eligible member who has an additional service obligation under any provision of law may be transferred to the Naval Reserve (if otherwise eligible) and released to inactive duty or, if already a member of the Naval Reserve, released to inactive duty to serve the remainder of the obligated service.

A member of the Naval Reserve, serving on inactive duty, may be transferred to the Individual Ready Reserve or Standby Reserve when the hardship prevents participation in the Selected Reserve but not mobilization of the member, or may be discharged when the hardship would prevent the member's mobilization.

Cases of members on inactive duty are approved by the appropriate SPCMCA and on completion sent to the CHNAVPERS (PERS 913). In any case, the decision of whether a hardship discharge should be granted is at the discretion of the Navy. No member has an absolute right to request discharge from the Navy due to hardship.

HARDSHIP DISCHARGE CRITERIA

The member's request must show that the hardship meets the following criteria:

- A severe hardship exists, not normally encountered and resolved by other members of the naval service.

- The hardship affects the service member's immediate family. Immediate family is defined as spouse, son, daughter, stepchild (if stepchild is, in fact, dependent on the member), parent, brother, sister, or other person including a stepparent acting in *loco parentis* for a period of 5 years before the member became 21 years of age, or any bona fide dependent of the service member. In-laws and grandparents are not considered members of the immediate family solely by virtue of their relationship as in-laws or grandparents.

- The hardship is not of a temporary nature and cannot reasonably be expected to be resolved within the near future by using leave (including emergency leave if overseas) or a period of TEMDU for humanitarian reasons to better the situation.

- The hardship has occurred or has been severely aggravated since entry into the service.

- The member and family have made every reasonable effort to ease the hardship.

- There are no other family members or relatives nearby who are capable of providing the necessary assistance.

- The discharge or release of the member will result in the reduction of the hardship.

REASONS UNDER WHICH MEMBER MAY NOT BE SEPARATED

Except under extraordinary circumstances as decided by an SPCMCA, separation under the MILPERSMAN, Article 3620210, will not be authorized when the member is under charges or confined. Additionally, separation will not be authorized solely for the following reasons:

- Financial or business reasons (including the operation of a family business unless the business is the sole income of the family and there are no other family members capable or willing to operate it).

- Indebtedness.

- Personal convenience.

- The member's physical or mental health.

- Moral support to an immediate family member whose life expectancy is estimated by the attending physician as less than 6 months. In this situation a request for humanitarian reassignment should be sent following guidelines contained in the ENLTRANSMAN, chapter 18.

- Custody battles or divorce proceedings.

REASONS THAT MAY NOT BE USED SOLELY TO PREVENT DISCHARGE OF A MEMBER

A separation will not be disapproved for the sole reason that the member is:

- required in assigned duties, or

- indebted to the government or to an individual.

Although an SPCMCA is charged with closely monitoring special entitlement programs; for example, selective reenlistment bonus (SRB), disapproval cannot be made solely on failure of the government to recoup monies for a hardship discharge.

CASES THAT WARRANT SPECIAL CONSIDERATION

Extraordinary circumstances involving members of the applicant's family normally warrant special consideration when it is proved that the member's presence is essential to ease the hardship and, in addition to other requirements, includes but is not limited to the following:

- The death of, or final divorce from, a spouse where the member is left as sole parent of a minor child or children, other arrangements cannot be made for their continued care, and the member cannot continue at present duties and properly care for them. To be eligible for separation in this situation, the member must be a single parent serving on (or under orders to) sea duty or be in a deployable status and have a final divorce decree with permanent physical custody awarded to the member.

- The long-term physical or mental illness of the spouse that does not allow the member to perform duties as assigned and the member's continued presence is required. (Note that whether the mental illness of the member's spouse is severe enough to warrant a hardship discharge is a decision within the discretion of the appropriate SPCMCA.)

- As a result of the disability or death of a parent, the separation of the member from the Navy is essential for the financial and physical support of a member or members of the family. Undue hardship does not necessarily exist solely because of altered present or anticipated income. Consideration must be given to social security, disability payments, other federal and state assistance programs, and any other income or assets of the member or other family members.

COUNSELING MEMBERS CONCERNING HARDSHIP DISCHARGES

Enlisted personnel who desire to request separation for hardship reasons must be informed of the proper procedures to follow. Explain to each applicant that a request should be submitted via official channels and that submission of the request is no assurance that the discharge or release to inactive duty will be authorized. Also explain that a decision for a member's separation is within the sole discretion of the appropriate SPCMCA.

Each request is carefully and sympathetically considered and the final decision is based on its individual merits. Also explain to the member that such a request for hardship discharge, once approved by the appropriate SPCMCA, is irrevocable except in the most unusual circumstances.

If the hardship discharge has been approved and the member later indicates that he or she wishes to have the SPCMCA rescind the approval of the hardship discharge, explain to the member that he or she must submit a request for cancellation of discharge authority to the appropriate SPCMCA via official channels. The

request must state how the hardship has been eliminated and must include affidavits attesting to this fact.

ACTIVITY ASSISTING MEMBER WITH REQUEST

A written request for separation for hardship must be addressed to the appropriate SPCMCA. In unusual circumstances, members in an authorized leave status may submit requests for dependency of hardship discharge. To speed the procedure, the nearest naval activity should submit a request to the SPCMCA with the assisting command's synopsis included in its endorsement.

All requests must be accompanied by affidavits verifying the hardship claim. When practical, the family member(s) concerned should submit one affidavit. The preparing activity should immediately inform the member's parent command of the pending request and ask for a leave extension, if warranted. Otherwise, the provision for no-cost TAD orders, as defined in the ENLTRANSMAN, chapter 18, maybe used.

Provide the member with all the administrative assistance he or she may need in completing his or her request. Make sure you, the member, and concerned individuals in the chain of command review the request and all applicable enclosures for accuracy and completeness before its submission to the appropriate SPCMCA.

The MILPERSMAN, Article 3620210, displays the format for requesting a hardship discharge and identifies required documents that must be included as part of such request. Always review the MILPERSMAN, Article 3620210, when preparing these requests.

NAVY'S ASSIGNMENT POLICY

ACAs adhere to the following policies on the assignment of enlisted personnel and neither race, creed, color, national origin, nor sex (except where stipulated in 10 U.S.C. 6015), based on Navy needs or as imposed by host countries are factors in the nomination and assignment of naval personnel.

POSSESSION OF REQUIRED SKILLS

The primary consideration in assignment of personnel to a billet is that the member possess the required skills necessary to fill that billet.

TIME-ON-STATION REQUIREMENT

Members who have met the time-on-station (TOS) requirements are considered before all other members including those who are volunteers but have not met TOS requirements.

CONSERVATION OF FUNDS

Prime consideration in the rotation plans and policies is the conservation of PCS funds. All cost factors involved in the execution of PCS orders are considered by ACAs with a view of minimizing monetary expenditures while maximizing the use of personnel skills and qualifications.

Assignments or reassignments involving PCS moves are not authorized and made solely due to passage of time, but are authorized only when required for national security, Department of Defense (DOD) specified tour length, or required by the Navy's unique sea/shore rotation policies.

EQUITABLE DISTRIBUTION

Members are equitably distributed to all activities by experience and skill in proportion to billets authorized. Manning of an activity in excess of authorized billets is not authorized unless Navywide excesses exist in a specific distributable community.

EQUITABLE AND DIVERSIFIED ASSIGNMENTS

Members are assigned to a variety of duty assignments to gain the experience necessary to advance and excel within their rating and to equitably share any hardship duty that exists.

TRANSFERS NECESSITATED BY OR RESTRICTED AS A RESULT OF CIVIL INVOLVEMENT OR MILITARY DISCIPLINARY ACTION

When a member commits, or is accused of committing, a civil or military offense that calls for the member's continued presence in the area for civil or military hearings, trials, and soon, the member must not normally be reassigned from the area. In this case, the following circumstances constitute reassignment:

- Transfer to a new duty station.
- Expiration of TAD orders from a parent activity away from the area that would require the member's

return to the parent activity's locale. (In circumstances involving military offenses only, return to parent activity for disciplinary action may be appropriate.)

- If member is attached to a mobile activity (ship, squadron, and so on) departure of the activity from the area.

CHNAVPERS strictly controls transfers of this nature. Accordingly, requests for disposition instructions in such cases must be sent via the chain of command to CHNAVPERS (PERS 40). Requests on nondesignated SN/FN/AN are addressed to EPMAC with an information copy to CHNAVPERS. Requests must include details of the circumstances surrounding the case and recommended course of action. When a unit's departure is imminent, an unless otherwise directed (UNODIR) message, including the previous information, should be used. Refer to the EN LTRANS MAN, chapter 3, for additional information.

TYPES AND LOCATIONS OF DUTY STATIONS

Personnel are assigned to numerous locations throughout the world. To counsel members on the types and locations of duty stations, you need to become familiar with various chapters in the ENLTRANS MAN such as chapters 3, 4, 5, 6, 9, 10, 11, and 25. Some of the information contained in these chapters is discussed here.

Rotation among sea, shore, and overseas activities is directly influenced by the number of personnel available for assignment, billets authorized, the qualifications of the individual, TOS, and PCS funding. Stability is enhanced by requiring members to obligate service (OBLISERV) to complete the tours prescribed. Using projected authorizations, personnel inventory projections, and historical data, sea/shore tour lengths have been developed for all distributable communities. Overseas tour lengths have been established by the DOD for all overseas areas where Navy personnel are stationed and generally reflect the desirability of duty in that area.

These tour lengths, when applied to the sea duty commencement date (SDCD), shore duty commencement date (SHDCD), or date of departure from the continental United States (CONUS), determine an individual's PRD. The PRD is a planning date and reassignment may occur at other than the PRD due to participation in programs as described in the

ENLTRANSMAN or due to unanticipated needs of the Navy.

The type of duty to which an individual is reassigned upon completion of a tour depends upon completion of the sea tour or shore tour as specified in the ENLTRANSMAN, chapter 3. The normal rotation pattern throughout a career is a repetition of assignments at sea and ashore. To the extent possible, initial assignment is to sea duty afloat upon completion of initial entry training.

This sea/shore rotation pattern may be modified in individual cases due to variables such as assignment to duty overseas (either at sea or ashore) or modified for an entire rating with a billet orientation that is primarily CONUS and overseas (OUTUS).

A chart indicating assignment priority considerations for personnel selected to fill vacancies in various types of duty is contained in ENLTRANSMAN, chapter 3.

DUTY CLASSIFICATION CODE TYPES

Eight types of duty designations are used to establish sea/shore rotation. Each of these types of duty is credited as sea, shore, or neutral duty for rotation purposes. The types of duty are coded in Manpower, Personnel, and Training Information Systems (MAPTIS) and are shown in each command's Enlisted Distribution and Verification Report (EDVR) as a sea/shore code (SSC). These codes are assigned and, when required, changed by CHNAVPERS. To determine the type or duty codes, the following criteria are applied:

- Shore duty (SSC 1) is duty performed at CONUS land-based activities and long-term schooling programs. (Long term is defined as 18 or more months; school assignments of less than 18 months are considered neutral duty.) Members are not required to be absent from corporate limits of their duty station in excess of 99 days per year.

- Sea duty (SSC 2) is duty performed in commissioned vessels or at activities in an active status home-ported/home-based in CONUS that operate away from their home port or home base in excess of 150 days per year.

- Overseas shore duty (SSC 3) is duty performed at overseas land activities that is credited as sea duty for rotational purposes as determined by CHNAVPERS. NOTE: At the time of the writing of this training manual

this definition was being changed. Refer to the current definition in the ENLTRANSMAN, chapter 3.

- Nonrotated sea duty (SSC 4) is duty performed in commissioned vessels in an active status home-ported overseas (outside CONUS) or at activities that operate away from their overseas home port or home base in excess of 150 days per year.

- Neutral duty (SSC 5) is duty performed at activities that would normally be designated as shore duty for rotation, but where the members assigned are required to be absent 100 to 150 days per year from the corporate limits of their duty station, while performing their assigned tasks. School assignments of less than 18 months are included in this category.

- Preferred overseas shore duty (SSC 6) is duty performed at overseas land-based activities that is credited as shore duty for rotational purposes as determined by CHNAVPERS. NOTE: At the time of the writing of this training manual this definition was being changed. Refer to the current definition in the ENLTRANSMAN, chapter 3.

- Partial sea duty (SSC 7) is duty performed at overseas land-based activities that is credited as shore duty for rotational purposes, but where members assigned receive partial sea duty credit according to guidelines established in the ENLTRANSMAN, chapter 4, Article 4.0513.

- Double sea duty (SSC 8) is duty performed in commissioned vessels or at activities in an active status that operate away from their home port or home base in excess of 150 days a year, but because of the nature of their mission are awarded double sea credit for the tour served.

TYPES OF DUTY

Members can be assigned to different types of duty stations; for example, a member can be assigned to overseas duty. Qualifications for overseas duty are contained in the ENLTRANSMAN, chapter 4, and are discussed later. A member can be assigned to submarine duty. An applicant for submarine duty must meet eligibility requirements outlined in the ENLTRANSMAN, chapter 5, and other applicable publications such as the *Manual of the Medical Department* (MANMED). A member can be assigned to nuclear power training as set forth in the ENLTRANSMAN, chapter 6. A member can be assigned to special programs according to the ENLTRANSMAN, chapter 9. A member can also be

assigned as an instructor according to the ENLTRANSMAN, chapter 10, or a recruiter according to the ENLTRANSMAN, chapter 11.

LOCATIONS OF DUTY STATIONS

To determine possible worldwide duty station locations, refer to the ENLTRANSMAN, chapter 25. Also use the *Homeports and Permanent Duty Stations; Establishment, Disestablishment and Modification of Activities of the Operating Forces of the Navy*, OPNAVINST 3111.14U, to obtain the location of home ports of ships, squadrons, units or staffs, and other deployable fleet activities.

OVERSEAS SERVICE

Overseas service is defined as military duty performed while assigned to a military installation or activity permanently based outside the CONUS. (Hawaii is considered an overseas area, but is exempt from personnel screening requirements [except for Barking Sands] stated in the ENLTRANSMAN, chapter 4, Article 4.011.)

According to the ENLTRANSMAN, chapter 24, item 275, modified overseas screening applies for Diego Garcia and Midway Island. The Report of Suitability for Overseas Assignment, NAVPERS 1300/16, part I, part 11, and questions 3, 7, 8, and 9 of part 111 should be completed. Question 19 of part III requiring final approval and signature of the CO should also be completed.

For personnel being assigned to the Key West, Florida, area, a Report of Suitability for Overseas Assignment, NAVPERS 1300/16, parts I and II should be completed as well as question 19 of part III requiring final approval and signature of the CO.

Members being assigned to any USNS vessel; oceanographic unit; USS *La Salle*; Commander, Maritime Propositioning Ships Squadron (COMPSRON ONE, TWO and THREE); Commander, Middle East Force (COMIDEASTFOR); and Commander, Standing Naval Forces Atlantic (COMSTANAVFORLANT) (staff) require complete overseas screening even though these vessels/units are home-ported in CONUS.

Many other isolated CONUS locations require completion of parts I and II (medical) of overseas screening. Locations include Fallen, Nevada; San Clemente Island, California; Sugar Grove, West Virginia; Meridian, Mississippi; and Winter Harbor and

Cutler, Maine. his requirement is imposed due to the limited medical facilities at these locations.

Overseas service may be categorized as preferred overseas shore duty (SSC 6), overseas shore duty (SSC 3), nonrotated sea duty (SSC 4), neutral duty (SSC 5), and partial sea duty (SSC 7).

SELECTION OF PERSONNEL FOR OVERSEAS SERVICE

The CO of the transferring command determines suitability of personnel for overseas service. The CO decides whether the member or dependents possess any performance, disciplinary, financial, psychological, medical, or physical attributes that would prevent them from conducting themselves as representatives of the United States in a foreign country.

This decision must be based on a series of steps beginning with a detailer at CHNAVPERS (PERS 40) or EPMAC nominating the member for overseas duty and ending with a message/NAVGRAM to CHNAVPERS (PERS 40 and PERS 462) from the CO indicating the suitability of the member and dependents for overseas duty. In the case of nondesignated SN/AN/FN, the message must be addressed to EPMAC with an information copy to CHNAVPERS.

Suitability screening includes reviewing the member's service record, drug and alcohol program advisor (DAPA) and urinalysis screening, physical readiness status, checking the medical and dental fitness of the individual and his or her dependents, and interviewing for suitability.

A face-to-face interview between the CO of the transferring command, the service member, and dependents, if any, is desirable. If this is not possible, the CO must make sure such an interview is conducted by an experienced and knowledgeable representative. In all cases, the CO must sign the Report of Suitability for Overseas Assignment, NAVPERS 1300/16. This authority must not be delegated except to the officer acting or to officers in charge of isolated detachments.

Upon request of the CO, a skilled interviewer (such as a chaplain, command career counselor, command master chief, Navy social worker, or specified family service center staff member) may also be included to determine overseas suitability.

Dependents must be screened even if the member elects an unaccompanied tour. This is to make sure the member does not have the potential for early return from an overseas location because of an existing family

problem. In addition, because in most locations the member may elect an accompanied tour within 90 days of arrival overseas, it is better to identify the potential problems before the member executes the orders.

Remember all transferring commands must conduct overseas screening whether a member's transfer is from CONUS to overseas or consecutive overseas tours from overseas (sea/shore) to overseas (sea/shore).

OVERSEAS SERVICE SCREENING PROCEDURES

The CO of the transferring command is responsible for the overseas screening. You will assist in the steps that follow:

1. Upon receipt of the PCS orders overseas, direct the member to undergo mandatory, service-coordinated urinalysis screening. Orders are not executed until receipt and analysis of these urinalysis results.

2. Make sure each individual and dependent being assigned overseas is screened within 30 days after receipt of the transfer directive. If delay is anticipated beyond the 30-day period, send an interim message to CHNAVPERS (PERS 40 and PERS 462) explaining the delay and stating the estimated date of completion. The member is not to be transferred before completion of overseas screening.

3. Conduct the interview according to the ENLTRANSMAN, chapter 4, since it will always contain the most up-to-date information on overseas screening requirements. Also refer to *Suitability Screening for Overseas Assignment*, OPNAVINST 1300.14A.

4. During the interview, brief the member and family members with the section of *Information Concerning Overseas Living Conditions*, NAVMILPERSCOMINST 1720.1B, on dependent entry requirements and traveling and living conditions at the next duty station. For members that are assigned and have elected an all others tour, make sure the member is familiar with the MILPERSMAN, Article 6810105, on command-sponsored and noncommand-sponsored dependents.

5. Make sure a Report of Suitability for Overseas Assignment, NAVPERS 1300/16, is completed when the member and dependents, if any, are considered suitable in all respects for duty overseas. Do this before preparation of the Standard Transfer Order (STO), if appropriate. File this report in the member's service record. The CO must notify CHNAVPERS (PERS 40

and PERS 462) by message (or NAVGRAM if received at CHNAVPERS within 30 days of receipt of orders). For nondesignated SN/AN/FN, the message/NAVGRAM must be addressed to EPMAC with an information copy to CHNAVPERS.

6. Make sure the member has sufficient obligated service to complete an accompanied or unaccompanied DOD area tour or that the member incurs enough obligated service to complete the DOD area tour. Page 13 entries for obligated service are not authorized. Always keep in mind the high-year tenure (HYT) restrictions.

7. Make sure service record page 13 entries are made as shown in the ENLTRANSMAN, chapter 4.

PERSONNEL FOUND UNSUITABLE FOR OVERSEAS DUTY

If the transferring command's CO considers an individual or his or her dependents unsuited for overseas service, the following actions should be carried out:

- Report such action within 30 days of receipt of orders by message to CHNAVPERS (EPMAC for nondesignated SN/AN/FN), with an information copy to the receiving command, indicating the nature of disciplinary action or other reason(s) for unsuitability. Reports must be as complete as possible to permit equitable determination and must be accompanied by the CO's recommendation for disposition. If the chaplain's rationale for unsuitability is part of the finding, his or her rationale may be omitted if he or she so desires. Hold orders in abeyance until notified by CHNAVPERS (EPMAC for nondesignated SN/AN/FN). Complete the Report of Suitability for Overseas Assignment, NAVPERS 1300/16, and file in service record. Make sure the service record page 13 entry is made as shown in ENLTRANSMAN, chapter 4.

- Once a member has been successfully screened by the detaching command for any subsequent information, misconduct, or emergency medical problems rendering him or her unsuitable (occurring at the transferring command or at any intermediate activity en route to overseas duty), hold orders in abeyance and notify CHNAVPERS. (For nondesignated SN/FN/AN, inform EPMAC immediately.) Make sure the member and dependents are aware of their responsibility to report if any of these conditions occur. Also make sure the member and dependents are aware of their responsibility to report circumstances that may change their suitability status after being declared suitable for

overseas assignment; for example, medical or legal problems incurred before arriving at an ultimate duty station.

WAIVERS OF SCREENING REQUIREMENTS

While strict adherence to overseas screening requirements cannot be overemphasized, CHNAVPERS or EPMAC can grant waivers on a case-by-case basis as conditions warrant. Individual COs can judge the qualifications and potential of each member best. A CO may decide that a waiver is in order on completion of the overseas screening interview even though a member is not technically qualified for overseas assignment. Such requests for waivers under these conditions are encouraged and should be submitted to CHNAVPERS (PERS 40) or EPMAC for nondesignated SN/AN/FN.

A request for a waiver must be completely documented with comments on the member's performance with particular emphasis placed on potential. CHNAVPERS (PERS 40) (EPMAC for nondesignated SN/AN/FN) screens the request and makes the final decision.

REASSIGNMENT DUE TO UNSUITABILITY

If the CO of an overseas activity receives improperly screened personnel or dependents, the overseas activity should send an overseas screening deficiency report (OSDR) as shown in the ENLTRANSMAN, chapter 4, by message or letter to CHNAVPERS (PERS 40 and PERS 462). Include EPMAC as an action addressee if nondesignated SN/AN/FN are involved.

If reassignment (early return) of the member is desired due to unsuitability, submit the report as an OSDR for early return. This procedure is not used as a means of transferring personnel instead of disciplinary or administrative action. Its use is restricted to those cases where transfer is the only possible solution. Each case is decided on its merits by CHNAVPERS or EPMAC.

If transfer is approved, make sure a page 13 service record entry is made indicating unsuitability for overseas duty and reasons for disqualification. On approval of early return, send an availability report according to the ENLTRANSMAN, chapter 20. Include all factors of the transfer.

To permit CHNAVPERS or EPMAC disposition, inform your area commander, fleet commander, and BUMED if reason is medical.

Personnel determined to be unsuitable for continued overseas service will, on approval of CHNAVPERS or EPMAC for nondesignated SN/AN/FN, be transferred to duty for which they are eligible.

OVERSEAS SCREENING REPORTS

There are two reports dealing with overseas screening: report of suitability/unsuitability and OSDR.

- The report of suitability/unsuitability as shown in the ENLTRANSMAN, chapter 4, is sent to CHNAVPERS (PERS 40 and PERS 462) by the command completing the overseas screening and reports whether an individual or dependents are suitable or unsuitable for overseas duty. For nondesignated SN/FN/AN, this report is sent to EPMAC info CHNAVPERS (PERS 462).

- The OSDR as shown in the ENLTRANSMAN, chapter 4, is sent to CHNAVPERS (PERS 40, PERS 462, and PERS 466) when an overseas command receives improperly screened personnel or dependents. For nondesignated SN/FN/AN, this report is sent to EPMAC and CHNAVPERS (PERS 462 and PERS 662). This message reports discrepancies in the screening conducted by the transferring command that may not require early return of the member or dependents. This message may also request early return due to reasons other than screening deficiencies. These requests are prompted by problems that develop after arrival overseas that make a member or dependents unsuitable for continued overseas assignment.

- CHNAVPERS sends OSDRS to the responsible manning control authority (MCA) and BUMED, where appropriate. The MCA tasks the immediate superior in command (ISIC) of the transferring activity to correct conditions causing the improper screening.

The CO or OIC of the transferring command is the ultimate person responsible for proper screening of personnel transferring overseas.

In most cases, the CO or OIC delegates his or her authority to other persons to actually do the screening. The CO or an officer acting or the OIC signs the Report of Suitability for Overseas Assignment, NAVPERS 1300/16.

To summarize, you, as the supervisor of the ship's personnel office, squadron personnel office, transfers

section supervisor in a PERSUPPDET, or any other personnel office, must make sure all the pretransfer administrative requirements are completed. Such requirements include prompt notification and interview of the member, fully explaining the orders during the interview, and answering any questions the member may have. Also, you must make sure the member has sufficient obligated service. Keep in mind the HYT restrictions. Furthermore, you must make sure the message of suitability or unsuitability is sent out and filed in the service record along with the Report of Suitability/Unsuitability for Overseas Assignment, NAVPERS 1300/16, and service record entries are made.

Whenever you process overseas transfers, use the mandatory checklist provided in the ENLTRANSMAN, chapter 4, to make sure no items are overlooked. Refer also to OPNAVINST 1300.14A, NAVMILPERSCOM-INST 1720.1B, and other pertinent publications when dealing with overseas transfers.

ENLISTED DUTY PREFERENCE

As a PN, you will counsel personnel on the preparation of the Enlisted Duty Preference Form, NAVPERS 1306/63. This form has a direct impact on an individual's next duty assignment. The ENLTRANSMAN, chapter 2, provides guidance on the preparation of the preference form. The NAVPERS 1306/63 provides the member with the means to express his or her reassignment desires. Duty preferences also provide the ACAs with valuable and timely information to consider when making their reassignment decisions.

Detailers often have a wide range of reassignment options available and the duty preference form aids them in filling billets. When an individual does not have a duty preference form on file, his or her detailer considers the member for assignment to any valid requirement.

Inform personnel that submission of the duty preference form is their responsibility.

PROPER SUBMISSION

The preference form has clear directions for completion and coding. The ENLTRANSMAN, chapter 25, contains duty choices that may be requested including the codes required for completion of the duty preference form. OPNAVINST 3111.14U should be used to obtain the location of home ports of ships and other deployable activities. Do not separate the work form and coding form since both are submitted to CHNAVPERS (PERS 471C) for entry into the data base.

Enlisted TAR personnel must submit their NAVPERS 1306/63 to CHNAVPERS (PERS 471 C). After the member accurately completes the forms, retain a copy of both the work form and the coding form for future verification. Make sure you verify the forms before you mail them out.

CODING SECTION COMPLETENESS

The individual must make sure the coding form properly shows his or her desires and that his or her name, rate, and social security number (SSN) are correct and legible before submitting the form. Explain to the member that if the form is not legible or coded properly or has missing information, PERS 471C will not process it.

REMARKS SECTION

Although NAVPERS 1306/63 reflects most information pertinent to an individual's preferences in an encoded manner, no form of this type can be all-encompassing. Accordingly, a Remarks section is incorporated to allow members to indicate any information for which no coding provision is available as an aid to the detailer. Examples of such information are as follows:

- Any skills possessed by the member not identified by NEC.
- Volunteers for overseas duty should list all community supportive skills possessed by their dependents; for example, teacher, nurse, dental technician, and secretary.
- Handicapped dependents and the area where treatment facilities are known to exist.
- Expected delivery date if wife is pregnant.
- Date and term of reenlistment when an individual reenlists on board within 24 hours.
- If married to another service member, spouse's full name, military service, SSN, rate, and present duty station.

WHEN SUBMITTED

Individuals should submit their initial duty preference after completion of 6 months of duty at member's first permanent duty station. A member may submit subsequent duty preference forms any time thereafter. Revisions should be submitted any time the

member's duty preferences change and must be submitted whenever changes in significant personal data occur (dependency status, location of household goods, and so on.) A current duty preference form must be submitted when an individual reenlists on board within 24 hours indicating date and term of reenlistment in the Remarks section.

Nondesignated SN/FN/AN under the detailing control of EPMAC must use NAVPERS 1306/63 to submit their duty preference to CHNAVPERS (PERS 471).

Refer to the ENLTRANSMAN, chapter 2, for additional information.

ENLISTED NAVY CAREER OPTIONS FOR REENLISTMENT REPORTING

ENCORE is the process by which reenlistment requests for first-term personnel are submitted to the Bureau of Naval Personnel (BUPERS) via EPMAC. Use the Diary Message Reporting System (DMRS) to submit all requests for action taken (ADTAKES) to BUPERS (PERS 254) with information to EPMAC. The *DMRS Users' Manual* contains instructions for submission of ENCORE requests. It also provides an ENCORE DMRS work sheet and work sheet instructions for use by the activity in collecting and recording all information necessary to submit ENCORE transactions. ENCORE reporting procedures also apply to the Voluntary Separation Incentive (VSI) and Special Separation Benefit (SSB) programs.

ENCORE TRANSACTION CODES

A personnel and pay support unit identification code (PPSUIC) activity must submit ENCORE transaction codes (TACs) via the DMRS. Activities serviced by the SDS or Source Data System Afloat (SDSA) use the DMRS to report ENCORE requests pending implementation of ENCORE in the SDS. Only PPSUIC activities accept ENCORE requests.

- TACs, RS1, RS2, RS3, RS4, RS5, and RS6 are mandatory for each initial ENCORE submission. The TACs are explained in section 12 of the *DMRS Users' Manual*. The RS7 TAC is also explained in the *DMRS Users' Manual* and is only required if the RS1 TAC indicates the member is not eligible for reenlistment. The RS7 TAC can also be used to record remarks of either the member or the activity.

- ENCORE requests must be submitted for first-term personnel.

- The RS8 TAC, also explained in the *DMRS Users' Manual*, is submitted to cancel a previous ENCORE submission.

- All ENCORE TACs must conform to the formats provided in the ENCORE work sheet shown in the *DMRS Users' Manual*.

USE AND DISPOSITION OF THE ENCORE WORK SHEET

On completion of all blocks in the ENCORE work sheet, it must be delivered to the PPSUIC office (PERSUPDET/administrative/personnel office) responsible for the personnel accounting function. The work sheet provides information to enter the ENCORE request in the DMRS for transmission to EPMAC. The work sheet should be retained in case a resubmission or correction of the ENCORE information is necessary.

CORRECTION AND RESUBMISSION OF ENCORE INFORMATION

EPMAC rejects ENCORE information that cannot be processed because of invalid or insufficient information and tells the submitting activity to resubmit the correct information. The entire battery of ENCORE TACs need not be resubmitted. In most cases, valid TACs remain and only TACs containing errors or invalid information need to be resubmitted.

As a senior PN, you will be involved in counseling eligible service members concerning their career intentions. You will also submit information as required in the *DMRS Users' Manual* (DMRSMAN), 1080#1 UM-01A.

SUMMARY

This chapter was designed to make you aware of some counseling techniques that you can use whenever the need arises to counsel personnel. Subject areas that you will deal with when counseling members and subject areas that you, as a senior PN, must be familiar with were also discussed. Additionally, this chapter discussed ENCORE reporting. This chapter, as well as other chapters, provides you with references you should review so you can always provide and use current information.